



THE MANTUA TOWNSHIP BOARD OF TRUSTEES

MANTUA TOWNSHIP CEMETERY RULES & REGULATIONS

Adopted July 2nd. 2026

Pursuant to Ohio Revised Code Title 5

1. PURPOSE & AUTHORITY

Mantua Township maintains its cemeteries to provide a dignified, respectful, and well-managed environment for the burial and inurnment of human remains. These Rules & Regulations are adopted under the authority granted to townships by Ohio Revised Code Title 5, including:

- ORC 517.01-517.32 — Township cemetery establishment, management, and rulemaking
- ORC 505.60 — Fees for cemetery services
- ORC 505.26 — Township authority to adopt regulations
- ORC 519.12 — Public notice and amendment procedures (when adopted by resolution)

These rules apply to all Mantua Township Cemeteries, including West Lawn Cemetery, East Lawn Cemetery (historic, maintained), and Pioneer Cemetery (historic, maintained).

2. DEFINITIONS

Resident — A person who currently resides in Mantua Township or Mantua Village, or who previously resided in either and entered a nursing home or similar facility within the last five years.

Lot / Grave — A burial space purchased from Mantua Township, granting the right of burial only.

Niche — A compartment within the columbarium for the placement of cremated remains.

Owner — The individual named on the cemetery or columbarium deed.

Interment — Burial of human remains or cremated remains.

Inurnment — Placement of cremated remains into a columbarium niche.

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Disinterment / Disinurnment — Lawful removal of human remains or cremated remains.

Fiscal Officer — Township official responsible for cemetery and columbarium records, deeds, ownership transfers, and fee administration.

Service Department — Township personnel responsible for opening/closing graves, inurnments, disinterment, footer installation, and grounds maintenance.

Board of Trustees — Governing authority responsible for rulemaking, enforcement, and approvals.

Marker / Monument — Any headstone, footstone, plaque, or memorial approved for installation.

3. RESIDENCY, PURCHASE, OWNERSHIP & REPURCHASE

3.1 Eligibility & Purchase

- Graves and columbarium niches must be purchased through the Fiscal Officer and paid in full at the time of purchase.
- Purchasers receive a deed granting only the right of burial or inurnment, subject to all current and future rules.

3.2 Ownership Records

- The Mantua Township Fiscal Officer maintains all cemetery deeds and records.
- Owners must provide written contact information for all individuals who may inherit burial or inurnment rights.
- Any person receiving a grave or niche by inheritance, gift, or transfer must notify the Township within one year.
- If the original deed holder is living, the deed must be surrendered and notarized before reissuance.

3.3 Repurchase of Unused Graves or Niches

- The Township may repurchase unused graves or niches at no more than the original purchase price.
- If unused for 50 years, the Fiscal Officer will issue a certified notice to the last known address or publish a legal notice in a newspaper of general circulation.

4. BURIALS, CREMATIONS & DISINTERMENT

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4.1 Scheduling

- A minimum of 48 hours' notice is required for all interments and inurnments.
- Services may be scheduled Monday–Friday, 9:00 AM–4:00 PM.
- Saturday burials and inurnments are permitted 9:00 AM–1:00 PM and are billed at the Township's Weekend Burial Rate.
- No Sunday or holiday services except by special approval of the Board of Trustees, subject to additional costs.
- Scheduling is coordinated through the Fiscal Officer or the Township Service Department.

4.2 Burial Requirements

- All full burials require a recognized casket and a top-sealed, watertight concrete vault.
- One full burial per grave is permitted.
- The Township Service Department performs all grave openings and closings.

4.3 Cremation Requirements

- Cremated remains must be placed in a sealed, watertight, non-degradable container.
- A grave may contain:
 - One full burial + up to three cremations, or
 - Four cremations.
- The Service Department performs all cremation interments.

4.4 Infant Burials

- Infants up to one year of age may be buried in a fiberglass-lined combination casket/vault.

4.5 Interment Control

- The Service Department has operational control over all interments and on-site activity.
- The Board of Trustees retains full authority over cemetery grounds, conduct, and enforcement.

4.6 Disinterment

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- Disinterment requires approval of the Board of Trustees in accordance with ORC 517.23.
- The Service Department performs the physical disinterment when weather and ground conditions permit.
- All legal and health department requirements must be met.

5. MARKERS, MONUMENTS & FOOTERS

5.1 Footer Installation

- Footers are poured twice annually, typically in May and October.
- Ordering deadlines: April 30 (spring) and September 30 (fall).
- Footers will not be poured until the second scheduled pouring after burial unless approved by the Service Department.

5.2 Installation Requirements

- All footers must be installed by the Township Service Department.
- If specialized work is required, the Township may hire a contractor and bill the responsible party.

5.3 Marker Standards

- One headstone per grave is permitted.
- Government markers are allowed if attached to the primary stone or flush-mounted.
- Headstones must face the drive or walkway.
- All service vehicles must remain on roadways and use protective mats where required. No Sunday Deliveries are permitted.
- The Service Department oversees all installations and site protection.

6. LANDSCAPING & DECORATIONS

6.1 Plantings

- No trees, shrubs, groundcovers, or ornamental grasses may be planted without the written approval of the Board of Trustees or the Township Service Department.
- Unauthorized plantings may be removed if they interfere with maintenance, drainage, or adjacent graves.

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6.2 Decorations

- Flowers and statues may extend no more than one foot from the headstone on the grave side.
- Prohibited items include:
 - Shepherd hooks
 - Wind chimes
 - Birdhouses
 - Stuffed toys
 - Plastic or wooden signs
- Artificial decorations and statues must be removed by April 15 and November 15.

6.3 Maintenance Authority

- The Township may remove any items that interfere with maintenance or detract from the cemetery's appearance.
- The Township is not responsible for stolen or damaged decorations.

7. PARKING & CEMETERY ETIQUETTE

- Parking on grave sites is prohibited.
- Only passenger vehicles, funeral vehicles, and Township equipment are permitted on cemetery roads.
- Long-term parking must be in designated areas.
- Pets are prohibited except for trained service animals.
- Cemeteries may not be used for recreation, games, or pet walking.

8. COLUMBARIUM RULES & REGULATIONS

8.1 Purpose

The Mantua Township columbarium provides a dignified, permanent resting place for cremated human remains. These rules govern the purchase, use, and maintenance of all columbarium niches.

8.2 Purchase & Ownership

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- Niches are purchased through the Fiscal Officer and paid in full at the time of purchase.
- Purchasers receive a deed granting the right of inurnment only, subject to all current and future rules.
- Ownership records and transfers are maintained by the Fiscal Officer.
- A niche may be transferred or reassigned only with Township approval.

8.3 Capacity

- Each niche may contain up to two urns, provided both fit within the niche dimensions.

8.4 Urn Requirements

- All urns must be sealed, watertight, non-biodegradable, and of durable construction.
- The Service Department may refuse an urn that does not meet structural or size requirements.

8.5 Scheduling, Opening & Closing of Niches

- Inurnments follow the same scheduling requirements as burials:
 - 48-hour notice
 - Monday–Friday, 9:00 AM–4:00 PM
 - Saturday inurnments permitted 9:00 AM–1:00 PM at the Weekend Burial Rate
- The Township Service Department performs all opening and closing of niches.
- No family member, funeral director, or outside party may open or access a niche.

8.6 Plaques & Engraving

- All niche fronts must use uniform plaques approved by the Board of Trustees.
- Plaques must be ordered through the Township or an approved vendor.
- No adornments, photos, stickers, or decorations may be attached to niche fronts.

8.7 Decorations

- Seasonal flowers or wreaths may be placed only in designated columbarium areas.

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- Items placed on the ground, attached to the structure, or obstructing walkways will be removed.
- Artificial decorations must follow the cemetery removal dates: April 15 and November 15.

8.8 Maintenance & Alterations

- The columbarium structure is maintained by the Service Department.
- Families may not alter, clean, paint, or modify niche fronts or the structure.
- The Township may remove any item that interferes with maintenance or detracts from appearance.

8.9 Disinurnment

- Removal of cremated remains from a niche requires approval of the Board of Trustees and compliance with all legal requirements.
- The Service Department performs all disinurnments.

8.10 Memorial Wall

- The Memorial Wall provides a permanent location for commemorative plaques honoring individuals interred or inurned within Mantua Township cemeteries.
- The Memorial Wall is not a niche and cannot receive cremated remains or any container of human remains.
- Plaques placed on the Memorial Wall may include only the individual's name, date of birth, and date of death.
- No photographs, emblems, decorations, flowers, stickers, or additional items may be attached to the Memorial Wall.
- All plaques must be ordered through a Township-approved vendor to ensure uniform size, material, and appearance.
- Installation and placement of plaques are performed exclusively by the Service Department.
- Any item placed on or around the Memorial Wall that does not meet these requirements will be removed by the Township.

9. ENFORCEMENT

- The Board of Trustees and the Township Service Department have the authority to enforce these rules.

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- Violations may result in the removal of prohibited items, denial of access, or other enforcement methods as provided by law.

These Rules & Regulations may be amended by resolution of the Mantua Township Board of Trustees in accordance with ORC 505.26 and, when applicable, the public notice procedures of ORC 519.12.

11. ADOPTION

Mantua Township Board of Trustees

Portage County, Ohio

Adopted this 2nd. Day of July 2026.

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